



Job Title: Coordinator – Community Involvement

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 12

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to enhance the learning opportunities for students through the assistance of parents, school volunteers, mentors, and partners in education and through the planning and implementation of various related events.

ESSENTIAL JOB FUNCTIONS

- Plans, coordinates, implements, and/or maintains the School Volunteer Programs and various events.
- Assures school, student, staff, volunteer safety through volunteer applicant screening for guilty plea(s) and conviction(s).
- Conducts training for teachers, volunteers, and administrators.
- Provides the general public with information regarding the various aspects of volunteer programs.
- Interacts with members of the community.
- Communicates effectively orally and in writing.
- Uses effective communication strategies to interact with a variety of audiences.
- Accepts responsibility for annual program evaluations.
- Recruits volunteers for schools and community agencies and school volunteers for the School Volunteer Program.
- Develops business and community partnerships.
- Exercises proactive leadership in promoting the vision and mission of the District.
- Recruits, trains, and places volunteers from the military.
- Promotes and secures community involvement as required by the programs.
- Plans and prioritizes daily activities.
- Recommends program modification based on the results of evaluation.
- Provides, organizes, and implements staff development in accordance with program needs and requirements.
- Promotes and secures parent and community involvement in schools and community agencies.
- Coordinates the program equipment inventory process.

- Reviews and approves program expenditures of materials, equipment, staff travel, and consultant services.
- Supervises preparation of or prepare and maintains all required reports.
- Manages the programs' budget.
- Maintains proper records of volunteers and partners in education programs, including annual report to the Florida Department of Education.
- Plans workshops for training effectively utilizing the services of parents, volunteers, teachers, and partners in education.
- Plans volunteer recognition activities.
- Serves on committees, councils, and/or task forces.
- Makes and shares decisions in a timely manner.
- Acts quickly to resolve personnel/volunteer placement problems.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree in a related field.
- Considerable knowledge of principles, policies, and practices, sufficient to permit independent performance of duties with minimal supervision.
- Five (5) years of successful work experience to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of recruiting, training, placement, and evaluation of volunteers from the community.
- Requires the ability to display organizational skills in facilitating several activities simultaneously.
- Requires the ability to work independently for supervisory approval.
- Requires the ability to perform at speaking engagements.
- Requires the ability to develop schedules and exhibit organizational skills when planning events.
- Requires the ability to maintain an electronic calendar and coordinate multiple events simultaneously.
- Requires the ability to display knowledge of public relations techniques.
- Requires the ability to oversee, plan, and implement major programs and services for the organization.
- Requires the ability to develop policies, long range plans, and allocate funds.
- Requires the ability to perform work that involves high level issues, processes, or organizational needs.
- Requires the ability to interact with senior managers, citizens, and elected officials on a regular basis.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to make recommendations that impact the budget.
- Requires the ability to manage the budget within the assigned department.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, crouching, hearing, mental acuity, speaking, standing, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unprecedented requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: